



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, January 17, 2018 – 1:00 p.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

CALL TO ORDER:

LSCSD Board Roll Call: Directors: Cupp _____ Lewis _____ MacIntosh _____ Mitchell _____ Thompson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions, but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

CONSENT CALENDAR: Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting December 20, 2017
- B. Ratification of Disbursements: December 1 through December 31, 2017
- C. Budget Comparison: FY 2017/18 YTD
- D. Accounts Receivables Aging Analysis: FY 2017/18 YTD
- E. Approval of transfer from LAIF Reserves to CSD Operating Account

DEPARTMENT REPORTS / UPDATES: NO ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)
4. Sewer Department Monthly Report (PWS Moser)
5. Water Department Monthly Report (PWS Moser)
 - A. Water Planning Grant Update (GM Wilson)

COMMITTEE REPORTS:

6. APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable:
 - A. Budget / Finance Committee (FY 2017/18)
 - B. Fire Department Advisory Committee
 - C. Grant Oversight Committee
 - D. Police Advisory Committee
 - E. Policy Committee

DISCUSSION / REPORTS: ACTION ITEMS:

7. Presentation from California Rural Water Association's representative Angela Wendelle
8. Annual Appointments to committee(s), Board Policy and Procedure Handbook Section 4060 (Pres. Cupp)
9. Authorize Board Member(s) to attend CSDA 2018 Special District Leadership Academy Conference February 4 - 7, 2018 (Pres. Cupp)
10. Set date for Special Meeting to review/update District goals and priorities (Pres. Cupp)
11. Consideration of amendments to Policy # 1508: Job Description – Police Sergeant (GM Wilson)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. Conference with Legal Counsel – Existing Litigation (Gov. Code Section 54956.9) Moller v. LSCSD et. al.
- B. Conference with Legal Counsel – Significant Exposure to Litigation (Gov. Code Section 54956.9(b).
Number of Cases: 1

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on February 21, 2018, 1:00 p.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

IA

Regular Meeting
 Wednesday, December 20, 2017, 1:00 p.m.
 Administration Building
 16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

LSCSD Board Roll Call: Cupp ☒ Lewis ☒ MacIntosh ☒ Mitchell ☒ Thompson ☒

Also present: AGM/PC Wilson, PWS Moser, SAC Nelle, FC Pappas, AA Charvez and District Counsel Margaret Long. There were approximately 10 people in the audience.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Cupp adjourned to Closed Session at 1:01 p.m.

CLOSED SESSION I: 1:02 p.m.

Also present: Counsel Long (and AGM Wilson for a portion of session).

I.A. Labor Negotiations: terms of General Manager contract (Gov. Code Section 54957.6(a))

I.B. Labor Negotiations: terms of Police Chief contract (Gov. Code Section 54957.6(a))

With no objections by the Board, Pres. Cupp adjourned Closed Session at 1:50 p.m.

RETURN TO OPEN SESSION: 1:58 p.m.

Also present: AGM/PC Wilson, PWS Moser, SAC Nelle, AA Charvez and District Counsel Long. There were approximately 12 people in the audience.

PLEDGE OF ALLEGIANCE: Pres. Cupp led the Pledge of Allegiance.

PUBLIC COMMENTS: None

REPORT ON CLOSED SESSION: Pres. Cupp stated there was nothing to report.

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

1. A. Approval of Minutes: Regular Meeting November 15, 2017 and Special Meeting November 29, 2017
- B. Ratification of Disbursements: November 1 through November 30, 2017
- C. Budget Comparison: FY 2017/2018
- D. Approval of Resolution 13-17 repealing and rescinding Resolution 4-09 regarding CalPERS Employer Pick Up.

Motion by Dir. Mitchell second Dir. Thompson to approve Consent Calendar.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson

Noes: None

Absent: None

DEPARTMENT REPORTS

2. Fire Department Monthly Report: AGM Wilson reported.
3. Police Department Monthly Report: PC Wilson reported.
4. Sewer Department Monthly Report: PWS Moser reported.
5. Water Department Monthly Report: PWS Moser reported.

COMMITTEE REPORTS:

6. APPROVED COMMITTEE MINUTES / REPORTS / VERBAL UPDATES, if applicable:
 - A. Budget / Finance Committee (FY 2017/18): Committee plans to meet in January 2018.
 - B. Fire Department Advisory Committee: Dir. Mitchell reported; the next meeting is set for January 8, 2018.
 - C. Grant Oversight Committee: Committee has not met.
 - D. Police Advisory Committee: Committee has not met.
 - E. Policy Committee: Committee has not met.

DISCUSSION / REPORTS: ACTION ITEMS:

7. Resolution 14-17 for Amendment of Trustees for LSCSD Money Purchase Pension Plan: SAC Nelle reported. The Board discussed.

Motion by Dir. Mitchell second Dir. Lewis to adopt Resolution 14-17 naming Carol Cupp and Norm MacIntosh as trustees of the District Money Purchase Pension Plan and Trust.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

8. Review/Update and Prioritize District Goals: The Board discussed and agreed to set a meeting date in the near future to review this item.
9. Consideration of General Manager Employment Agreement: Counsel Long gave an overview of proposed agreement and recommended the Board consider it for approval.

Motion by Dir. Mitchell second Dir. MacIntosh to approve General Manager Employment Agreement between Mike Wilson and the LSCSD, as presented.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

10. Consideration of Police Chief Employment Agreement: Counsel Long gave an overview of proposed agreement and recommended the Board consider it for approval.

Motion by Dir. Thompson second Dir. Lewis to approve Police Chief Employment Agreement between Mike Wilson and the LSCSD, as presented.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

11. Election of Officers for 2018 Calendar Year
- A. President
 - B. Vice President
 - C. Secretary/Treasurer

Motion by Dir. Mitchell second Dir. Lewis to appoint Officers for 2018 as follows: Carol Cupp, President; Rick Thompson, Vice President; and GM Wilson as Secretary/Treasurer.

Ayes: Directors Cupp, Lewis, MacIntosh, Mitchell and Thompson
Noes: None
Absent: None

STAFF COMMENTS: Comments received.

BOARD MEMBER COMMENTS: Comments received.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Cupp adjourned to Closed Session at 2:55 p.m.

CLOSED SESSION II: 2:56 p.m.

Also present: AGM Wilson and Counsel Long.

II.A. Personnel (Gov. Code Section 54957) Consider Public Employee Performance Evaluation: Acting General Manager

II.B. Conference with Legal Counsel - Existing Litigation (Gov. Code Section 54956.9) Moller v. LSCSD et. al.

With no objections by the Board, Pres. Cupp adjourned Closed Session at 3:51 p.m.

RETURN TO OPEN SESSION: 3:52 p.m.

Also present: AGM Wilson, SAC Nelle, AA Charvez and Counsel Long.

REPORT ON CLOSED SESSION: Counsel Long reported:

II.A: Direction was given to the GM.

II.B: Nothing to report.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 3:53 p.m.

The next LSCSD Regular Board Meeting on Wednesday, January 17, 2018, 1:00 p.m. at the Administration Building.

Approval Date: _____

Carol Cupp, President

ATTEST:

Mike Wilson, Secretary

Items 1B - E

- 1.B. Ratification of Disbursements: December 1 through December 31, 2017
- 1.C. Budget Comparison: FY 2017/18 YTD
- 1.D. Accounts Receivables Aging Analysis: FY 2017/18 YTD
- 1.E. Approval of transfer from LAIF Reserves to CSD Operating Account

There were no documents available for packet delivery.

If documents are received prior to the meeting, they will be forwarded to the Board via email (with a hardcopy provided at the meeting).



Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of December Lake Shastina Fire Department responded to a total of 34 calls. These calls included:

- 23 Medical Aids
- 2 Grass Fires
- 1 Illegal burning in the district
- 1 Vehicle Fire
- 3 Public Assists
- 2 Traffic Collisions
- 2 Structure Fires

Notable calls for the Month of December:

On December 9th LSFD along with Cal Fire resources were dispatched to a traffic collision on East Louie Rd. 3 Residents who reside in Lake Shastina crashed their Toyota Tacoma into a tree. 1 patient was transported by ambulance with minor injuries.

On December 17th LSFD was dispatched to a medical aid for a man with a possible head injury. While in route LSFD became aware it was an ATV accident with major injuries. LSFD dispatched life flight (lifenet 3-4) for immediate support. Upon arrival fire units provided care to a patient in an ATV accident in Critical condition. The patient was stabilized and transported to Medford where he remained in a coma for 10 days before succumbing to his injuries.

On December 20th LSFD was dispatched to a Traffic Collision on Big Springs Rd. north of Sunset Avenue. The Lake Shastina resident hit an icy patch at approximately 4:45 AM on his way to work. The ice caused for the vehicle to leave the roadway and roll numerous times into a field. The patient was treated and released for wrist and rib injuries.

On December 29th LSFD and LSPD was dispatched to the Shasta Vista area for a man down in distress. Upon arrival LSFD units recognized the man to have been deceased for a long period of time.

On December 30th LSFD units were dispatched to a 61 year old female fall patient. Upon arrival fire personnel immediately recognized the patient to have had a severe hemorrhagic stroke requiring the need for breathing assistance. The patient was given an NPA (Nasopharyngeal airway) and LSFD personnel ventilated the patient using a manual resuscitator. Current status of the patient is unknown.

LSFD News:

I have recently completed 2 FEMA AFG grants for the department. The first is asking for approximately \$150,000 for new SCBA Airpacks and bottles. The second is a \$379,000 Grant asking for a new Type 3 wildland Engine. Both grants if awarded require a 5% contribution from LSFD.

While doing some cleaning of our storage sheds it was noted that 9 sets of structure gear had expired and were no longer NFPA approved. Most of this gear was still in excellent shape so the decision was made to donate it to the fire academy at College of the Siskiyou's where it can be put to use in a non-life threatening situation.

Our 3rd sleeper Wesley has moved in. LSFD now has a full house with all three of our sleepers being certified EMT's. Wesley comes with a healthy fire background as well working for the forest service at Goosenest Ranger District.

Lake Shastina Police Department

Inter-Office Memo

Lake Shastina C.S.D. Board Report

December, 2017

The Lake Shastina Police Department responded to approximately 120 calls during the month of December which include the following:

Regular Police Calls:

DV Disturbance – 2	Custody Dispute – 1	BOLO– 1
Grand Theft – 1	Possible Theft – 2	Trespassing – 1
Peeping Tom – 1	Restraining Order – 2	Burglar Alarm -2
Suspicious Circ – 1	Suspicious Veh – 4	Suspicious Person – 2
Death Notification – 1	Seized Firearm – 2	Public Assist– 6
Info to Citizen – 1	Camp Ground Ck – 5	Extra Patrol – 1
Welfare Check – 4	House Watches – 8	Case FU – 5
AOD PW – 2	AOD SCSO – 5	AOD WPD –1
Found Property – 1	Medical Aid – 8	Fire – 3
Illegal Hunting – 1	Bar Check – 1	

Traffic:

Traffic Warning - 10	Traffic Citation – 10	Radar Trailer Deploy – 4
Bus Stop Patrol – 4	Ice Traffic Hazard – 1	Warrant Arrest – 1

Animal Calls:

Dogs at Large – 3	Barking Dog – 3	Lost - 1
Neglect – 1	Dead Animal PU – 1	Wildlife – 1
Dog Barking Cite – 1	Dog at Large Cite – 3	Dog Welfare Check - 1

Notable Activity:

The department received a Prescription Turn-In-Bin which is now located at the police department. Residents who have prescription medications that are no longer being used can turn them into the police who will turn them over for destruction on an annual basis.

Police department members are now trained in the use of Naloxone (Narcan) and are equipped with the drug which can be deployed in the field for opiate overdoses.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: January 17, 2018
Subject: Board Report - December 2017 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 198 station checks and daily sewer pond readings and reporting for the month of December.

Removed the pump at station B-118 located on Wildhorse Pl. A chain was wrapped up in the impellor of the pump: removed the chain and put the pump back in service.

Emergency call-out for sewer issue on the December 25, which turned out to be the customer's problem.

Sewer issue on Lake Shore Dr.; the line was broken on the customer's side. This was an old installation. We installed a shut-off valve on the line by the street and turned off their service till they have it fixed.

Extreme amount of fog has given us problems with the batteries at the sewer ponds that run the flow meter. We inspected the batteries and found they were date coded 1992. We replaced the 4 batteries and have the flow meter back in service.

Cleaned stations B-108 on Casper Rd and B-109 on Lake Shore Dr.

SHN continues to gather information and do their work on the grant. They were on-site right after the first of the year to do some more inspections. We have received an email of information that they need from us and are working on gathering that at this time.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: January 17, 2018
Subject: Board Report – December 2017 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 60 booster station checks and 50 well checks for the month of December.

Meter Readings for entire District for the quarter.

2 USAs and 2 water turn-ons for the month.

Continued work on A/R (air release) replacement.

Final on a water connection.

PW is at full staff with the addition of 2 new employees.

XIO equipment for the new SCADA system has been received. We are awaiting delivery of the meters and some of the electrics. Trenching for some of the equipment installation will start within the next week.



Item 5A

LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: January 17, 2018

FROM: Mike Wilson, General Manager

SUBJECT: Drinking Water Grant Update

SUMMARY:

We received a call from the State Water Board in regards to the Drinking Water Planning Grant. Unfortunately due to a change in the law, we do not currently qualify for funding on this planning grant based on the fact that we do not qualify as a disadvantaged community.

The Water Board assured us this will not affect the Wastewater Planning Grant funding. Once we complete the Household Median Income Study as part of our Wastewater Planning Grant, we will re-evaluate with the State Water Board to determine if we qualify for the Drinking Water Planning Grant at that time.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

MINUTES

Fire Department Advisory Standing Committee Meeting

Tuesday, December 05, 2017, 9:00 a.m.

Administration Building

16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

CALL TO ORDER: 9:00 a.m.

Committee Roll Call:

Director Mitchell ✓ FC Pappas ✓ Charlene French ✓ Lorene Miller ✓
Ex-Officio Member AGM Wilson ✓

PLEDGE OF ALLEGIANCE: Charlene French led the Pledge of Allegiance.

PUBLIC COMMENTS: None. (One person present).

COMMITTEE MEMBER COMMENTS: Director Mitchell and AGM Wilson gave comments regarding the intent of the Advisory Committee. Director Mitchell set the guideline for what issues can appropriately be discussed. AGM Wilson gave clarification of the process of assessing issues, by the Committee, before it goes to the CSD Board.

BUSINESS ITEMS:

1. Re-Establish Committee: Appoint a chairperson and person to prepare agenda and minutes: The committee appointed Director Mitchell as chairperson; Director Mitchell will prepare agenda and Lorene Miller will take minutes.
2. Review / update existing Committee Mission Statement:
New Mission Statement:
The Mission of the Fire Department Advisory Standing Committee is to provide oversight to the Fire Department on administrative and financial issues.
3. Establish objectives and timeline (i.e. enhance Fire Department revenue, improve Fire Department communications, Fire Fuel Abatement Ordinance, etc.):
FC Pappas stated that the biggest issue facing the Department is revenues. Currently, CSD vacant lot owners pay \$25/year and homeowners pay \$40/year, through their fees, to the Fire Department. Grants and Strike Teams have also brought in equipment and revenue, although not a guaranteed budget item. Specific current needs and projected needs, such as updated air packs, space in engine bay, and engine replacement/acquisition, will be discussed in more length at the January Committee meeting, after FC Pappas compiles specifically discussed research.
In regards to Fire Department communications to the public, several items were brought up as options to assist the residents in becoming more informed of the Department's positive successes and its needs. Communication in the event of an emergency was also brought up.
AGM Wilson gave an update on the Hazardous Vegetation Ordinance. Currently, it is being reviewed by the CSD General Counsel. Hopefully, it will be ready to go before the CSD Board in January.
4. Set next committee meeting date and time: Monday, January 8, 2018, 10:00 a.m.
Administration Conference Room.

ADJOURN: 10:25 a.m.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

APPROVED MINUTES

Police Advisory Standing Committee Meeting

Tuesday, June 27, 2017 – 3:30 p.m.

Administration Building

16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Call to Order: 3:30 p.m.

Committee members present:

Dir. Carol Cupp, Police Chief Mike Wilson, Dwayne Chandler, Karla Chandler, Lorene Miller,

Public present in the audience: Charlene French, Mike French

Pledge of Allegiance: Waived

Public Comments: None

Approval of March Minutes: The minutes were unanimously approved

Updates from Chief Wilson & Discussion by the Committee:

- a. Officer Barr is now a part of the department, after graduating from College of the Redwoods. His field training course is taking place.
- b. There are currently three patrol vehicles. Increasing the fleet by the purchase of a used Dodge Charger (discussed at a prior meeting) is still pending.
- c. Regarding budget issues: (1) Worker compensation expense will increase because of the larger work force. (2) If the district selects a new insurance company, it is possible the worker compensation rate could increase as well. (3) Equipment, etc. for the new officers will affect the budget in the short-term.
- d. The recent public firearms training class was a success and more classes are anticipated.
- e. There are many time-consuming tasks regarding animal control, in part due to unenforceable issues in the current ordinance. A brief discussion of hiring a minimum-wage animal control employee took place, but is likely not feasible. The department is moving along in the process of "misdemeanor vs. infraction" with regard to the animal control ordinance.
- f. Chief Wilson continues his efforts to reduce the police department's involvement with unclaimed dogs (those not able to be identified) via an agreement with the Humane Society.
- g. A town hall meeting regarding animal control issues and the ordinance will take place on Tuesday, July 18, 2017 at 5:30 p.m. at the Community Center
- h. Marijuana cultivation issues now exist. There is a possible need for a district-specific ordinance. Resources and cost could be incurred. A task force regarding cultivation, licensing, and collecting fees, may be needed in the future.

Next Committee Meeting: Date to be announced.

Mission of Committee:

Examine and evaluate details regarding fiscally prudent priorities and goals related to salaries, staff, equipment, overhead expenses, and reserve fund. Assess Measure B funds, and the police budget in general, relative to the 10-year projection prepared by CSD Accounting Staff.

ITEM 7



Angela Wendele
Circuit Rider

California Rural Water Association,
1234 N. Market Boulevard
Sacramento, CA 95834
c: 530.917.4156 toll-free: 800.833.0322
p: 916.553.4900 f: 916.553.4904
e: awendele@calruralwater.org
www.calruralwater.org

Annual Appointments to committee(s), Board Policy and Procedure Handbook Section 4060 (Pres. Cupp)

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made (refer to attached Guidelines for Ad Hoc Board Committees).

4060.2 The following shall be standing committees of the Board:

4060.2.1 Budget / Finance Committee; and,

4060.2.2 Other committees as needed.

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

DATE: 11/16/2017

Supersedes: 11/15/2017

CSD STANDING/ADVISORY COMMITTEES:

1. FY 2017/18 Budget / Finance Committee:
Director MacIntosh
Director Mitchell
SAC Nelle
GM Wilson
2. Fire Department Advisory Committee:
Director Mitchell
Fire Chief Pappas
GM Wilson
Charlene French
Lorene Miller
3. Police Department Advisory Committee:
Director Cupp
Police Chief/GM Wilson
Karla and Dwayne Chandler
Lorene Miller
4. Policy Committee: (two Board Members – not subject to the Brown Act noticing requirements)
Director Lewis
Director Thompson
5. Grant Oversight Committee: (two members – not required to Brown Act noticing requirements)
Director Cupp
Director Thompson

OTHER appointments:

1. League of Local Agencies (LOLA) Representative: President Cupp

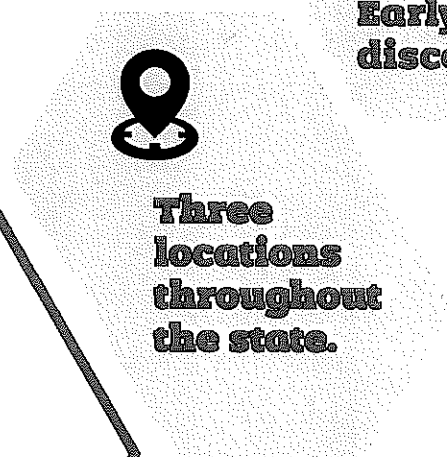


Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

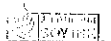
This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.



The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.



SDLA Conference is presented by CSDA and co-sponsored by SDRMA.





February 4 – 7, 2018
Embassy Suites La Quinta
55-777 Santa Rosa Plaza
La Quinta, CA 92253

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 760-777-1711 and using the group code CSD. This location also offers complimentary self-parking. The room reservation cut-off is January 14, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, January 5, 2018.

*Cancellations must be in writing and received by CSDA no later than January 22, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than February 1, 2018 at 5:00 p.m.**



April 15 – 18, 2018
Embassy Suites Monterey – Seaside
1441 Canyon Del Rey
Seaside, CA 93955

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$169 plus tax, single or double occupancy by calling 1-800-EMBASSY and using the group code CS8. The room reservation cut-off is March 16, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, March 16, 2018.

*Cancellations must be in writing and received by CSDA no later than April 3, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than April 12, 2018 at 5:00 p.m.**



**Returning
Attendee
track only at
this location!**



July 8 – 11, 2018
Embassy Suites Napa Valley
1075 California Blvd.
Napa, CA 94559

ROOM RESERVATIONS

Room reservations are available at CSDA rate of \$184 plus tax, single or double occupancy by calling 1-800-HILTONS and using the group code CPD. The room reservation cut-off is June 8, 2018, however, space is limited and may sell out before this date.



EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Friday, June 8, 2018.

*Cancellations must be in writing and received by CSDA no later than June 25, 2018 at 5:00 p.m. Substitutions are acceptable and must be done in writing no later than July 5, 2018 at 5:00 p.m.**



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference reducing SDRMA member's annual contribution amount.

***Important Cancellation Information**

All cancellations received by the date indicated for that particular conference and location will be refunded less a \$75 cancellation fee. There will be no refunds or cancellations made after the date as specified per location. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.



FIRST TIME ATTENDEE SCHEDULE - Available at all three locations.

Sunday

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday

8:30 a.m. – 12:30 p.m.

(Break from 10:00 - 10:30 a.m.)

BUILDING A FOUNDATION FOR GOOD GOVERNANCE

This session covers Module 1 of the SDLA: Governance Foundations.

In this informational session, the instructor will lay the ground work for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 4:30 p.m.

(Break from 3:00 - 3:30 p.m.)

FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values and strategic goals and how to communicate those objectives to your constituents.



5:30 – 7:00 p.m.

**SIP AND SAVOR
EVENING RECEPTION**



*Sponsored by the Special District Risk
Management Authority (SDRMA)*

Join us for an evening of networking and refreshments.

Tuesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:30 a.m.)

DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

This session covers Module 4 of the

SDLA: Board's Role in Human Resources

This conference session will teach participants how to determine the Human Resource health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 4:00 p.m.

(Break from 2:45 - 3:00 p.m.)

GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

This session covers Module 2 of the

SDLA: Setting Direction/Community Leadership.

This session looks at common communication breakdowns and areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

OPEN EVENING

Wednesday

8:30 a.m. – 12:00 p.m.

(Break from 10:00 - 10:15 a.m.)

SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?

This session covers Module 3 of the

SDLA: Board's Role in Finance and Fiscal Accountability.

This session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

12:00 – 12:30 p.m.

GRADUATION CERTIFICATE DISTRIBUTION

First Time Attendees must attend all sessions in order to receive their certificate at the conclusion of the conference.



Sunday - April 15, 2018

5:30 – 7:00 p.m.

REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.



Monday - April 16, 2018

8:30 – 10:00 a.m.

THE INTRICACIES OF RUNNING A PUBLIC MEETING: DEEP DIVE INTO THE BROWN ACT

Anne Collins, Lozano Smith

Conducting the district's business in public can be convoluted and tricky. It requires district staff, general managers, and board members to strictly adhere to ever-changing laws, impacting meetings, communications, timelines and use of technology. This workshop will use entertaining hypotheticals to engage participants, letting them dive deep into the Brown Act — all designed to help attendees stay in compliance and effectively run board meetings. Newly elected and experienced board members alike will be equipped with the tools needed to avoid falling into Brown Act traps. Key focus areas: closed sessions, public comments, serial meetings, agendas, voting and quorums, e-communications, and public records.

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:30 p.m.

HARASSMENT PREVENTION FOR BOARD MEMBERS

Kelly Trainer and Traci Park, Burke, Williams & Sorensen, LLP

AB 1661 makes sexual harassment prevention training mandatory for officials receiving any compensation. This legislation requires employers to ensure that all officials receive at least two hours of sexual harassment prevention training every two years. Receive your AB 1661 compliance training for special districts with this breakout.

12:30 – 1:30 p.m.

LUNCH PROVIDED (all attendees)

1:45 – 3:00 p.m.

HOW YOUR BOARD CAN SET CLEAR DIRECTION AND BUILD YOUR DISTRICT'S FUTURE AROUND ITS CORE PRIORITIES

Martin Rauch, Rauch Communication Consultants

Whether you call it identifying priorities, building consensus or strategic planning, every board should map out clear direction around the district's core priorities. Setting direction and clear priorities is a core board responsibility that will guide your district to resolve key challenges and take advantage of important opportunities. This session will provide examples and tips on how the best districts develop and implement core priorities. There will be opportunities for questions, answers and engagement among the participants and the seminar leader.

3:00 – 3:30 p.m.

BREAK (all attendees)

3:30 – 4:30 p.m.

GOVERNANCE BEST PRACTICES

Dennis Timoney, Special District Risk Management Authority (SDRMA)

This session will discuss the board's role in the governance of a special district. Using California Community Services District Law as a template we will examine the "duties" of the board and provide a job description. Samples of various public agency board member manuals will be presented to discuss how the issues and responsibilities of governance and operations are defined. The presenter will also examine Brown Act and ethics related issues that have been identified in various Grand Jury reports recently released to the public.



5:30 – 7:00 p.m.

SIP AND SAVOR EVENING RECEPTION

Sponsored by the Special District Risk Management Authority (SDRMA)

Join us for an evening of networking and refreshments.





Tuesday - April 17, 2018

8:30 – 10:00 a.m.

SAY WHAT?!? SPEAKING PLAINLY THROUGH POLICY

Brent Ives, BHI Management Consulting

This session outlines the critical nature and importance of making long-lasting and meaningful policy as a board. Good policy is the most professional expression of a great board and agency. Yet special districts struggle with what policy means and how to make and use them. Brent Ives, recognized organizational consultant to special districts in California on policy and planning, will bring his years of experience as a consultant and his long tenure as Mayor and Council member of the City of Tracy to this critically important topic. In Brent's words, "Making good policy moves our board to the highest level of performance"

10:00 – 10:30 a.m.

BREAK (all attendees)

10:30 a.m. – 12:00 p.m.

CONDUCTING EFFECTIVE GENERAL MANAGER EVALUATIONS: KEYS TO SUCCESS

Richard Pio Roda, Meyers Nave

The general manager's performance is critical to the success of every special district. The selection, development, and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal-setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to conduct effective general manager evaluations that will help ensure that both the board and the GM are aligned on the direction and goals of their organization.

12:00 – 1:00 p.m.

LUNCH PROVIDED (all attendees)

1:15 – 2:45 p.m.

LEVERAGING YOUR STATE AND FEDERAL RELATIONSHIPS

Christopher Townsend, Townsend Public Affairs

The course will provide members with an overview on how to best leverage federal and state advocacy trips to Washington, DC and Sacramento. The focus will be on proper preparation, building and maintaining relationships, creation of advocacy materials and leveraging follow up from the advocacy trips. The course will educate board members on the importance of interfacing with their representatives so that they can better promote and advance their legislative platforms and funding agendas. This will include a discussion on how to: schedule meetings with relevant legislators, strategize on the talking points and agendas of the meetings, prepare the offices before the meetings take place, effectively advocate during the sessions with legislators, and handle all follow up generated by the meetings. The instructor will provide guidance on how to best select trip dates and how to handle each step of the advocacy trip process. The instructor will also provide an outline on how to best leverage these trips so that relationships are developed and sustained well beyond the meetings.

2:45 – 3:00 p.m.

BREAK (all attendees)

3:00 – 4:00 p.m.

FRAUD DETECTION AND PREVENTION FOR BOARD MEMBERS

Justin Williams, Mann, Urrutia, Nelson, CPAs and Associates, LLP

Discovering fraud in your organization can be devastating. It can cost your organization time, money and loss of public trust. We will review common fraud schemes and demonstrate how to develop procedures to prevent and detect fraud. This presentation will give you the tools to help you ensure you have the proper controls and processes in place to help mitigate fraud risk in your organization.

4:00 p.m.

CONFERENCE ENDS FOR RETURNING ATTENDEES



**Don't miss the
Sip and Savor
evening reception
on Monday night.
Sponsored by
SDRMA.**

**"The workshop on Setting
Direction/Community
Leadership was outstanding.
The Leadership Academy should
be a requirement for all new
board members."**

— Dave Kulchin, Board Member, Leucadia Wastewater District



**Two evening
receptions are
offered as great
networking
opportunities.**



**WORKING AS A TEAM: THE ROLES OF THE BOARD
AND STAFF IN YOUR DISTRICT.**

**ATTRIBUTES AND CHARACTERISTICS OF
HIGHLY EFFECTIVE BOARDS.**

**HOW CULTURE, NORMS, VALUES, AND
OPERATING STYLES INFLUENCE THE DISTRICT.**

SPECIFIC JOBS THAT THE BOARD MUST PERFORM.

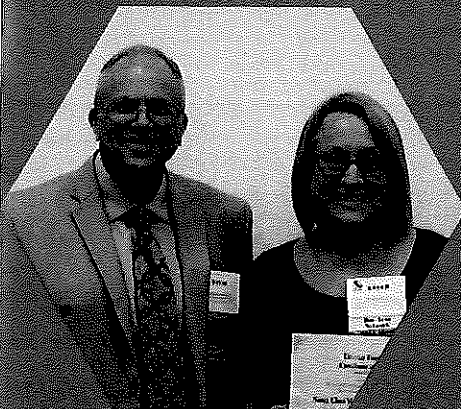
**HOW INDIVIDUAL VALUES, SKILLS, AND KNOWLEDGE HELP
TO SHAPE HOW EFFECTIVE BOARDS OPERATE.**

**THE IMPORTANCE OF MOVING FROM "I" TO "WE"
AS THE GOVERNANCE TEAM.**

**THE BOARD'S ROLE
IN SETTING DIRECTION FOR THE DISTRICT.**

**THE BOARD'S ROLE IN FINANCE
AND FISCAL ACCOUNTABILITY.**

AND MUCH MORE!





2018 Registration Form

Special District Leadership Academy Conference

(Use one form per registrant)




Three Ways to Register

- **Register online** by visiting the Special District Leadership Academy Conference website at leadershipacademy.csdanet.net.
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cathrine Lemaire at cathrine@csda.net or call toll-free at the number listed above.



Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
<input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Email:	
Emergency Contact - Name & Phone:		
WHICH CONFERENCE WILL YOU BE ATTENDING?		
FEBRUARY 4-7, 2018 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 5	APRIL 15-18, 2018 - MONTEREY EARLY BIRD DISCOUNT: MARCH 16	JULY 8-11, 2018 - NAPA EARLY BIRD DISCOUNT: JUNE 8
<input type="checkbox"/> CSDA Member \$600  <input type="checkbox"/> Non-Member \$900	<input type="checkbox"/> CSDA Member \$600  <input type="checkbox"/> Non-Member \$900	<input type="checkbox"/> CSDA Member \$600  <input type="checkbox"/> Non-Member \$900
AFTER JANUARY 5 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975	AFTER MARCH 16 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975 <input type="checkbox"/> First Time Attendee <input type="checkbox"/> Returning Attendee	AFTER JUNE 8 <input type="checkbox"/> CSDA Member \$650 <input type="checkbox"/> Non-Member \$975
SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!		
ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$400 <input type="checkbox"/> Non-Member \$600	ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT <input type="checkbox"/> CSDA Member \$450 <input type="checkbox"/> Non-Member \$675	
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:	Acct. Number:	
Expiration Date:	Authorized Signature:	
Special needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

VERBAL

Set date for Special Meeting to review/update District goals and priorities (Pres. Cupp)

Lake Shastina Community Services District Personnel Policy

Amended 01-11-2018

POLICY TITLE: Job Description – Police Sergeant
POLICY NUMBER: 1508

1508.10 General Job Description:

Under the direction of the Police Chief, organize and direct law enforcement activities during an assigned shift including patrol functions, administration, traffic regulation and the enforcement of District, State, and Federal laws, codes, ordinances and regulations, accidents, emergency situations and other disturbances and requests for assistance; review evaluate and approve cases and arrests; train and evaluate the performance of assigned personnel. Also, as assigned, functions as Acting Police Chief during the absence of the Regular Police Chief for any reason.

1508.20 Prerequisite Licenses and Certificates:

- 1508.21 Must be a citizen of the United States of America
- 1508.22 Must hold a valid California Peace Officer Standards Training (POST) approved Basic Academy Certificate
- 1508.23 Must hold a valid POST **Intermediate and advanced certificate.**
- 1508.24 Must maintain a valid California drivers' license at all times
- 1508.25 Must maintain valid First Aid and CPR certification issued by an accredited and/or authorized agency
- 1508.26 High school diploma or equivalency
- 1508.27 **Must possess Associates Degree or 60 semester units from an accredited college.**

1508.30 General Job Description and Duties (may include but are not limited to):

1508.31 Essential duties:

- a. Organize and direct law enforcement activities during an assigned shift including patrol functions, administration, traffic regulation and enforcement of District, State and Federal laws, codes, ordinances and regulations; establish shift schedules, and priorities; assure shift activities comply with established standards, requirements and procedures.
- b. Review, evaluate and approve cases and arrests performed by subordinates to assure compliance with established standards, requirements and procedures; evaluate arrests made by subordinates to determine appropriateness of detainment and jailing; prepare cases and related evidence, reports and paperwork for filing of charges.
- c. Supervise and participate in patrolling District streets, parks, residential and commercial areas; identify traffic violations and suspicious or criminal activities including misdemeanors and felonies; coordinate response to emergency situations and observed or reported harmful or illegal conditions and activities by conducting investigations or taking appropriate actions; conduct follow-up investigations as needed.
- d. Train and evaluate the performance of assigned staff; interview and select employees and recommend transfer, reassignment, disciplinary, and termination actions; provide field supervision; schedule, assign and review the work of assigned officers, coordinate shift changes; review and audit reports prepared by subordinates for accuracy and completeness; conduct background investigation for new hires.
- e. Coordinate shift activities, communications, investigations and patrol units to safeguard the lives, property and constitutional rights of District citizens and visitors, monitor, evaluate and adjust shift activities in response to community law enforcement needs.
- f. Detect, apprehend, arrest and transport suspected or convicted criminals; enforce traffic laws; prepare and issue tickets for violations; investigate traffic accidents and determine causes, administer drug and alcohol test as appropriate; arrange for additional emergency and patrol vehicles as necessary.
- g. Organize, direct and participate in the inspection of crime scenes to identify and collect potential and actual evidence; observe, interview and interrogate victims, witnesses and suspects; search suspects for drugs, weapons and other illegal articles; supervise the property room and process incoming evidence as assigned; conduct surveillance as required; present evidence and testify in court as requested.
- h. Prepare a variety of detailed and concise police reports related to crimes, investigations, traffic accidents and assigned activities; maintain records and logs related to daily activities; prepare search warrants and press releases to criminal activity as assigned by the position.
- i. Coordinate and conduct field training for new officers; explain and demonstrate law enforcement principles, techniques, standards, requirements, policies and procedures; serve as the fire arms officer or POST training manager and conduct related officer tests as assigned by the position.

Lake Shastina Community Services District Personnel Policy**Amended 01-11-2018**

- j. Organize, direct and conduct special investigations for narcotics and other drug violations, missing persons, sexual abuse, mental health, homicide, shootings and other deaths as assigned.
- k. Communicate with other law enforcement agencies, District personnel and various outside organizations to exchange information, coordinate activities and resolve issues and concerns; collaborate with other law enforcement agencies in the investigation of various crimes as necessary and appropriate.
- l. Operate and maintain a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, departmental two-way radios, video equipment, pepper spray, intoxilizers, sirens, vehicle light bars, and any other such relevant and required law enforcement equipment.
- m. Monitor and assess police department policies and procedures for community effectiveness and operational efficiency; assist with the development of policies and procedures; develop investigative plans and strategies, and determine appropriate for police activities as needed.
- n. Provide first aid, CPR, and rescue services at crime scenes, accidents, and other emergency situations as needed.
- o. Monitor inventory levels of designated law enforcement supplies and equipment as assigned; order receive and maintain adequate levels of supplies and equipment.
- p. Assure proper notification to the public or criminal and law enforcement situations and activities as needed; check houses for vacationing citizens as requested; check on the health and welfare of housebound or other citizens as requested.
- q. Attend, conduct and/or participate in various meetings as assigned; supervise any special programs that may be active or developed in the future such as DARE and Explorers and other assigned special functions and/or activities as assigned.
- r. Prepare and deliver oral reports and/or presentations concerning law enforcement activities to the District Board and/or the public as directed.

1508.40 Knowledge and Abilities:**1508.41 Knowledge:**

Organization and direction of activities involved in safeguarding the lives, property and constitutional rights of citizens, including law enforcement activities, patrol functions and traffic regulation. Principles, practices, procedures and techniques used by law enforcement. District, County, State, Federal laws, codes ordinances and regulations. Good working knowledge of the geography of the District and specific areas of assignment. Interviewing and interrogations techniques, rules of evidence and laws of arrest. Crime scene investigation, evidence collection and preservation practices, procedures and techniques. Legal definitions and terminology of major crimes. Requirements for effective prosecution of criminal cases. Operations of a variety of specialized law enforcement vehicles and equipment. Recordkeeping and report preparation techniques. Principles and practices of supervision and training. Oral and written communication skills. Interpersonal skills using diplomacy, courtesy and patience. Health and safety laws and regulations. Legal and defensive driving practices. First aid and CPR procedures.

1508.42 Abilities:

Organize and direct activities involved in safeguarding the lives, property and constitutional rights of District citizens and visitors including law enforcement activities, patrol functions, administration and traffic regulations. Review, evaluate and approve cases and arrests performed by subordinates. Coordinate response to emergency situations and observed and reported harmful, or illegal conditions and activities by conducting investigations or taking appropriate actions. Train and evaluate the performance of assigned personnel. Interpret, apply, and enforce District, County, State and Federal laws, codes, ordinances and regulations. Detect, apprehend and arrest suspects. Investigate crimes and inspect crime scenes to identify and collect potential and actual; evidence. Maintain current knowledge of the law and modern law enforcement techniques. Operate a variety of specialized law enforcement vehicles and equipment. Analyze situations accurately and determine an effective course of action. Observe health and safety regulations. Plan, prioritize and organize work. Maintain records and prepare clear and concise reports. Administer first aid and CPR as necessary. Work independently with little direction or supervision. Observe legal and defensive driving practices. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

1508.50 Working Conditions:**1508.51 Environment:**

Lake Shastina Community Services District Personnel Policy**Amended 01-11-2018**

Indoor and outdoor work conditions. Seasonal heat and cold or adverse weather conditions for working and driving. Evening or various shift hours and emergency call-out. Driving police vehicle in all road and weather conditions to conduct duties.

1508.52 Physical Demands:

Dexterity of hands and fingers to operate various law enforcement equipment as well as various office equipment. Hearing and speaking for the accurate exchange of information. Reaching overhead, above the shoulders and horizontally. Climb stairs, ladders and over other obstacles. Walking and running over rough or uneven terrain and other surfaces. Vision to accurately see for patrol and reading a variety of materials. Sitting or standing for extended periods of time. Bending at the waist, stooping, kneeling and crouching. Lifting, carrying, pushing or pulling heavy objects or individuals as assigned or required by the position. Physical agility and stamina.

1508.53 Hazards:

Exposure to danger on a daily basis, such as fighting and confrontations. Contact with dissatisfied, angry, confrontational and abusive individuals. Driving a vehicles during adverse road and weather conditions. Hazardous chemical exposure. Possible exposure to communicable diseases. Traffic hazards. Possible exposure to guns and explosives.